



# Service Desk Informer

Providing Our Customers with Updates & Changes

MAY 2005

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SERVICE DESK  
410-260-7778



Fax:  
410-974-5060

Don't want to call?  
Use our email option:

E-mail:  
[SERVDESK@DBM.STATE.MD.US](mailto:SERVDESK@DBM.STATE.MD.US)



## New RULES When Creating Passwords - *IMPORTANT*



On May 9<sup>th</sup>, the ADC will implement the ACF2 Reserved Word Prefix List. This implementation will limit the use of certain words or character strings when creating a new password. The following **CANNOT** be used at the beginning of any new ACF2 password:

1234	ACF2	ADC	APPL	APR
ASDF	AUG	BASIC	CADAM	CICS
COM	DEC	DEMO	FEB	FMIS
FOCUS	GAME	IBM	ITD	JAN
JUL	JUN	LOG	MAR	MAY
NET	NEW	NOV	OCT	PASS
ROS	SEP	SIGN	SYS	TEST
TSO	VALID	VTAM	XXX	

If you have any questions, please call the DBM Service Desk at 410-260-7778.

## IMPORTANT YEC INFORMATION PLEASE READ AND POST

Below is considered the 'highlights' of the YEC. Please refer to the appropriate manuals for detailed instructions and other dates that you will need to know.

- ❖ The document Financial Purge will take place on **Saturday, May 7, 2005**. FMIS will NOT be available on this date.
- ❖ FY05 cut-off date for DBM processing purchase orders \$25,000 or greater is **June 3, 2005**. Purchase orders received after this date by DBM will be reviewed on a case-by-case basis. DBM will make every attempt to accommodate your agency's needs. Substantiated emergencies will be handled accordingly.



Visit the Bulletin Board!

<http://www.dbm.state.md.us/bbs>

*If you do not want to be on our mailing list, please email us – [SERVDESK@dbm.state.md.us](mailto:SERVDESK@dbm.state.md.us) and type the following in the message body: unsubscribe newsletter*

- ❖ DBM processing of FY06 purchase orders \$25,000 or greater should begin on or about **July 5, 2005**.
- ❖ In order for the Department of General Services, Division of Procurement and Logistics to complete the awarding of commodity and printing purchase orders before **July 1, 2005**, the following submission cutoff dates have been set:

**Procurement over \$25,000 – cutoff – May 20, 2005**

**Procurement \$25,000 and under – cutoff – June 17, 2005**

- ❖ Requests received after the above dates will be reviews on a case-by-case basis. If you have questions, please contact Myrna Harris, Program Manager, Commodities at 410-767-3586.
- ❖ FMIS will shut down at approximately 4:00 P.M. on **June 30, 2005**. A batch cycle will be run for the work of **June 30th**, and the rollover of financial balances to the new fiscal year will begin.
- ❖ If all goes as planned, FMIS should be available on **July 2, 2005**, the start of the new fiscal year.
- ❖ FMIS will not be available on **July 1, 2005, July 3, 2005 and July 4, 2005**.
- ❖ Agencies have until **July 22nd** to record all cash transfer, account receivable, accrued revenue, voucher payable, other payable, accrued expenditure and fixed assets transactions for fiscal year 2005.
- ❖ The last day to post cash receipt transactions is **July 7<sup>th</sup>**.
- ❖ The last day to post final interagency cash adjustments is **July 15<sup>th</sup>**.
- ❖ All transactions applicable to fiscal year 2005 that are recorded in July should be processed with an effective date of **June 31, 2005**, or earlier.
- ❖ Transactions with a June 31, effective date will be posted in month 13.
- ❖ The R\*STARS closing document may be found on GAD's website: <http://compnet.comp.state.md.us/gad>. On entering the website go to State Agencies/Forms and Manuals/Accounting Procedures Manual/Appendix C.
- ❖ The ADPICS closing document may be found on the BBS under News and Announcements.

## Busy Season Upon Us...

Many of you have noticed when calling the Service Desk lately you end up with our voice mail. Please remember when leaving a message make sure you leave your full name, agency you are calling from, your phone number and a brief description of your problem or question. Someone will get back in touch with you



asap.



If you need to have a printer job cancelled, please take your printer off line or just turn it off until we can get back in touch with you. No sense in wasting paper.

If you need to have the forms loaded or your printer restarted, leave us the RMT id so we can process your request.

Please be patient. We are still short staffed at the present time.

## The Month of April . . .

The month of April will close on Monday, May 16, 2005. This means the last day for entering data for April will be on Friday, May 13, 2005.

